

## EMPLOYEE COUNSELING RECORD

EMPLOYEE: L.M. Hartwell POSITION: Sergeant

SUPERVISOR: K.D. Gordon, Sr. DEPT: Fire

DATE OF COUNSELING: June 1, 2003

REASON FOR COUNSELING: (Description of performance or conduct - give specific facts, background information, dates and times)

On May 29, 2003 A-Shift personnel at Station 16 were being counseled using a form 30b. After being counseled each individual was directed to sign the form. Sergeant L.M. Hartwell refused to sign the form. He was given an order to sign the form and he refused. He was asked if he understands, he is being given an order. He stated, "Yes and I am not signing. Sgt Hartwell violated the following rules. Section 1100 a), Section 1101 e) g) t), Section 1102 i), and Section 1103 a), g).

Employee's response:

If corrective action is required please specify the nature of the action to be taken by employee and the consequence of further infractions:

K.D. Gordon, Sr.  
Supervisor

June 01, 2003  
Date

My signature indicates that the above matters were discussed with me on \_\_\_\_\_  
and that I received a copy of this form.

(Month Day Year)

\_\_\_\_\_  
Employee Signature

This will certify that \_\_\_\_\_  
but refused to sign the Employee Counseling Record.

L.M. Hartwell

was offered a copy of this form

K.D. Gordon, Sr.  
Supervisor Signature

ATTACH ADDITIONAL SHEETS AS REQUIRED

